

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2024-25

Department: ADMINISTRATIVE  
 MANAGEMENT/PURCHASING (00210)  
 Function: General  
 Activity: Legislative & Administrative  
 Fund: General

	<u>ACTUAL</u> 2022-23	<u>BOARD</u> <u>APPROVED</u> 2023-24	<u>DEPARTMENT</u> <u>REQUEST</u> 2024-25	<u>CAO</u> <u>RECOMMENDED</u> 2024-25
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	0	0	118,000	118,000
662728 Vision/Dental Admin Fee	552	1,000	1,000	1,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>552</b>	<b>1,000</b>	<b>119,000</b>	<b>119,000</b>
MISCELLANEOUS REVENUE				
673903 Miscellaneous Reimbursement	117	150	150	150
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>117</b>	<b>150</b>	<b>150</b>	<b>150</b>
OTHER FINANCING SOURCES				
680200 Operating Transfer In	166,293	196,757	260,110	260,110
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>166,293</b>	<b>196,757</b>	<b>260,110</b>	<b>260,110</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>166,962</u></b>	<b><u>197,907</u></b>	<b><u>379,260</u></b>	<b><u>379,260</u></b>

**EXPENDITURES:**

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	754,015	774,231	852,241	852,241
710107 Premium Pay	1,300	1,560	2,340	2,340
710200 Retirement	317,823	355,404	379,477	379,477
710300 Health Insurance	52,714	56,437	79,908	79,908
710400 Workers' Compensation Insurance	14,257	10,320	10,524	10,524
<i>FY2023-24 Salary Savings</i>		<i>(62,130)</i>		
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,140,110</b>	<b>1,135,822</b>	<b>1,324,490</b>	<b>1,324,490</b>
SERVICES & SUPPLIES				
720300 Communications	368	4,725	4,725	4,725
720600 Insurance	780	788	913	913
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	987	990	1,050	1,050
721300 Office Expense	2,807	9,000	7,200	7,200

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	<u>ACTUAL</u> <u>2022-23</u>	<u>BOARD</u> <u>APPROVED</u> <u>2023-24</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2024-25</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2024-25</u>
SERVICES & SUPPLIES (continued)				
721400 Professional & Specialized Expense	2,775	2,500	2,500	2,500
721500 Publications & Legal Notices	480	500	500	500
721600 Rents & Leases - Equipment	57	0	0	0
721900 Special Departmental Expense	2,693	12,000	9,300	9,300
722000 Transportation & Travel	2,815	17,000	14,000	14,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>13,763</b>	<b>48,303</b>	<b>40,988</b>	<b>40,988</b>
OTHER CHARGES				
730330 Rents & Leases - Equipment	9,512	9,480	9,480	9,480
<b>TOTAL OTHER CHARGES</b>	<b>9,512</b>	<b>9,480</b>	<b>9,480</b>	<b>9,480</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>1,163,385</u></b>	<b><u>1,193,605</u></b>	<b><u>1,374,958</u></b>	<b><u>1,374,958</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>996,423</u></b>	<b><u>995,698</u></b>	<b><u>995,698</u></b>	<b><u>995,698</u></b>

## ADMINISTRATIVE OFFICE / PURCHASING

### COMMENTS

The County Administrative Officer (CAO) is appointed by and serves the Board of Supervisors, carrying out the legislative function of the Board – providing research, information, and recommendations, as well as all executive functions of the Board by administering and supervising all County Departments in matters that are the responsibility of the Board. The CAO also acts as an agent and representative of the Board, enforces Board policy, recommends an annual budget and long-term capital improvements, exercises continuous budgetary control, and recommends more effective and efficient operating procedures and administrative reorganization. Other responsibilities under the administrative control of the County Administrative Office include Risk Management and Purchasing.

### Separate Budget Units:

County Administration has three divisions with its own separate budget units that are under its administrative control. These three budget units are: County Insurance & Risk Management, General Services, and the 311 Customer Service Center. General Services also includes the building maintenance, grounds maintenance, capital projects and fleet services functions.

### ESTIMATED REVENUES

- 662723**      **Services to Other Agencies** (\$118,000) is recommended for charges to other departments for assistance with Workers Compensation claims.
- 680200**      **Operating Transfer In** (\$260,110) represents the estimated reimbursable salaries and benefits cost associated with managing all program and reporting requirements of the American Rescue Plan Act (ARPA).

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$852,241) is recommended increased \$78,010 and reflects the estimated cost of current staffing levels adjusted for step increases and longevity.
- 710107**      **Premium Pay** (\$2,340) is recommended funded for bilingual pay.
- 710200**      **Retirement** (\$379,477) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

## ADMINISTRATIVE OFFICE / PURCHASING

### SALARIES & EMPLOYEE BENEFITS (continued)

- 710300      Health Insurance (\$79,908) is based on the employer's share of health insurance premiums.
- 710400      Workers' Compensation (\$10,524) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

- 720300      Communications (\$4,725) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600      Insurance (\$913) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800      Maintenance - Equipment (\$800) is recommended unchanged for estimated maintenance costs for typewriters, printers, and other miscellaneous equipment.
- 721100      Memberships (\$1,050) is recommended increased for membership in the County Administrative Officers Association.
- 721300      Office Expense (\$7,200) is recommended decreased based on current and projected expenditures of supplies.
- 721400      Professional & Specialized Expense (\$2,500) is recommended to fund the estimated cost of financial advisor services.
- 721500      Publications & Legal Notices (\$500) is recommended unchanged for the publication of bids and legal notices.
- 721900      Special Departmental Expense (\$9,300) is recommended decreased and reflects the cost of miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000      Transportation & Travel (\$14,000) is recommended decreased based on the anticipated out-of-County travel, private mileage reimbursement, and training costs.

### OTHER CHARGES

- 730330      Principal (GASB 87) (\$9,480) is recommended based on the estimated lease cost of copiers.

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2024-25**

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MANAGEMENT/PURCHASING (00210)**  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24 Authorized Positions</u>		<u>2024-25 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Sr. Administrative Analyst or							
4126	Principal Administrative Analyst	2.0	1.0	2.0	1.0	-	-	
2123	County Administrative Officer	1.0	-	1.0	-	-	-	
2151	Assistant County Administrative Officer	1.0	-	1.0	-	-	-	
3191	Deputy CAO - Finance	-	1.0	-	1.0	-	-	
3620	Executive Assistant to the CAO or							
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
4112	Grants Services Manager	1.0	-	1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	1.0	-	1.0	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3654	Sr. Program Assistant	1.0	-	1.0	-	-	-	
3204	Senior Buyer or							
3211	Buyer II	-	1.0	-	1.0	-	-	
<b>TOTAL</b>		<b>7.0</b>	<b>4.0</b>	<b>7.0</b>	<b>4.0</b>	<b>-</b>	<b>-</b>	

**NOTES:**